

30 JUNE 2004



Operations

**AVAILABILITY OF USAFE COMMANDERS,
COMMAND CHIEF MASTER SERGEANTS
AND DIRECTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFEUR/BWC Procedures
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Supersedes AFI 10-205 USAFE SUPP1,
13 May 1997.

Certified by: AFEUR/BWC
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Pages: 7
Distribution: F

This instruction implements AFD 10-2, Readiness. This instruction provides availability instructions for HQ United States Air Forces in Europe (USAFE) two-letter directors, numbered air forces (NAF), wing, group, and other required commanders. It establishes guidelines for reporting availability, as well as required information during absences. Send comments and suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFEUR/BWC Procedures, Unit 3050 Box 170, Ramstein AB Germany APO 09094-0170. It applies to all HQ USAFE directorates, NAFs, wings and groups. It does not apply to Air Force Reserve Command or Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It expresses USAFE policy regarding tracking USAFE commanders, directors and command chief master sergeants. Major changes include the new response time for NAF, wing and base commanders. It also re-establishes the directorates response time and identifies required reporting requirements for all levels of command, and prescribes the new USAFE Form 21, **Commanders Availability Report** to be used to report Commander's Availability. Personnel are urged to carefully review the entire text to familiarize themselves with all changes.

Section A—Organization and Mission

1. Purpose. This instruction prescribes all requirements for availability of USAFE commanders, command chief master sergeants and directors. It also outlines specific reporting requirements and proper for-

mats. The ultimate goal is to provide the Commander, USAFE (COMUSAFE) with current and accurate information on the whereabouts of his commanders and directors and to establish procedures to contact them quickly.

2. Terminology. Terms are applicable for commander and director availability. Terms are available in [Attachment 1](#), References and Supporting Information.

3. Tasked Organizations and Personnel. COMUSAFE must be able to contact all USAFE unit commanders (CC), Command Chief Master Sergeants (CCM) and USAFE directors. COMUSAFE will use the USAFE Command Center to establish contact.

3.1. USAFE Command Center. USAFE Command Center is COMUSAFE's 24-hour point of contact for commander availability. The Command Center will maintain connectivity with all NAFs, wings and applicable Air Expeditionary Wings (AEW) and Air Support Operations Groups (ASOG). The Command Center will receive and consolidate all required commander availability reports. It is the responsibility of the USAFE Command Center to know the location of COMUSAFE, the USAFE vice commander or their designated alternates at all times.

3.2. Unit Command Posts (USAFE wing/base). It is the responsibility of the unit command post to maintain adequate knowledge of the location, and know contact information, of their commander or designated alternate at all times and relay this information to the USAFE Command Center.

3.3. USAFE Directorates. It is the responsibility of each directorate to maintain adequate knowledge of the location and know contact information of their director or designated alternate at all times and relay this information to the USAFE Command Center.

Section B—Daily Operations

4. Command Availability.

4.1. Numbered Air Forces (NAF). The NAF/CC, Vice Commander (CV) or Director of Operations (A3) may hold command availability for NAFs

4.2. Wings. The wing/CC, CV or commander operations group (OG/CC) may hold command availability for wings. If a unit does not have an OG/CC then the next highest ranking individual (i.e. Logistics Readiness Group/CC) will be able to assume command availability.

4.3. Groups. The CC or Deputy Commander (CD) may hold command availability for groups. If a group does not have a CD then the next senior ranking individual may have command availability.

4.4. Air Expeditionary Wing and Air Support Operations Groups. For AEWs, the CC or CV may have command availability. For ASOGs, the group CC, deputy group commander (if applicable) or next senior ranking individual may have command availability.

4.5. Directorates. Directors or deputy directors may have command availability for the applicable HQ USAFE directorate.

4.6. Command Chief Master Sergeant (CCM). The CCM at USAFE, NAF or wing may hold command availability for their respective offices. This will be referred to as CCM availability.

5. Designated Alternates. When the primary commander or director is not able to maintain command availability for any given reason (TDY, flying, etc.), command availability will be passed to the next available commander, or deputy director listed in paragraph 4. above.

5.1. Deviations. Deviations occur when commanders or directors request availability for individuals not listed in paragraph 4. above. Requests for deviations to command availability must be submitted to the USAFE Command Center at least 24 hours in advance (see [Figure 1.](#)). The Command Center will forward all deviation requests to USAFE Director of Staff (DS) for coordination and approval. USAFE Directors are permitted to coordinate deviations directly with USAFE/DS.

5.2. Unannounced Deviations. Unannounced deviations must be forwarded to the USAFE Command Center immediately by SIPRNET. Include reason for deviation, requested individual for command availability and updated location of applicable commanders or directors. The USAFE Command Center will forward all information to COMUSAFE or his/her designated alternate.

Figure 1. Example Deviation Message for CC Availability

FROM: 31FW/CP AVIANO AB IT TO: HQ USAFE COMMAND CENTER	1.
SUBJECT: CC Availability Deviation Request 31FW requests a deviation to	
USAFEI 10-205, paragraph 2.1. Currently, 31FW/CC is deployed indefinitely	
and the 31FW/CV must preside as an accident board member at Cannon AFB,	
New Mexico.	2. Request approval for 31FW OG/CC, Col Blue, to have CC
availability for 31FW	until either the CC or CV returns.

5.3. Voice Contact Procedures (Telephone).

5.3.1. USAFE units. The following units are required to establish voice contact between their respective individuals with command availability (except CCMs) and the USAFE Command Center within 5 minutes of notification from the USAFE Command Center:

5.3.1.1. NAFs.

5.3.1.2. USAFE wings.

5.3.1.3. Any unit that reports directly to a NAF or Air Forces Europe (AFEUR).

5.3.2. HQ USAFE Directorates. The USAFE Command Center is required to establish voice contact between respective directors with availability and COMUSAFE (or designated representative) within one hour of notification from COMUSAFE or a designated representative.

5.3.3. Commander's Availability Exercises. The USAFE Command Center will exercise this requirement by conducting "Commander's Availability Tests." Dates and times will be randomly chosen by the USAFE Command Center. Results will be consolidated and forwarded to COMUSAFE monthly for review. However, COMUSAFE and his designated staff may initiate

tests at any time. Command Posts (CP) with multiple commanders will be directed by the USAFE Command Center to contact one or all of their commanders for the test. Normally for a routine test of the system the command post will only need to contact one commander for the initial test, the CP will then be contacted at a later time to establish contact with the other commanders as applicable.

6. USAFE Unit Reporting. All USAFE units are required to submit a USAFE Form 21, **Commander's Availability Report**. This Form will be used to report Unit/Wing Commander, Vice Commander and CCM availability to the USAFE Command Center. The report will be transmitted over SIPRNET to the Command Center on Mondays, Wednesdays and Fridays, no later than 1800 hours (Zulu time). All reports will be marked "FOR OFFICIAL USE ONLY" according to AFI 10-205, *Availability of Major Command Commanders* and will contain the required information in paragraph 6.2. below:

6.1. Reporting Frequency. The CC availability report will cover the following applicable periods: Monday's report will cover availability for current Monday through upcoming Wednesday. Wednesday's report will cover current Wednesday through the upcoming Friday. Friday's report will cover current Friday through the upcoming Monday.

6.2. Commander's movements. Report will designate the CC, CV and CCM location, estimated times of arrival (ETA) and departure (ETD) and reason for travel as applicable. Report must also designate who has command availability for the CC and CV. A designated alternate for CCM is not required.

6.3. Notes Section. If command availability will change multiple times throughout the given period (short TDYs, local flying, etc.), annotate availability in the "NOTES" section at the bottom of the report.

6.4. Itinerary Changes. Units will submit all itinerary changes to the USAFE Command Center immediately.

7. HQ USAFE Directorates Reporting. The HQ USAFE/DS will provide the USAFE Command Center a weekly calendar of all USAFE directors and deputy directors. Report will include office, director with availability, and reason for travel (if applicable). The DS will also provide updates as required.

8. USAFE Command Center Reporting Responsibilities. The USAFE Command Center will consolidate all reports and send status to the USAFE Current Operations Cell (USAFE Briefing Team) no later than 0200 hours (Zulu) daily.

9. COMUSAFE and Vice COMUSAFE Reporting Responsibilities. Commanders Executive Officer (HQ USAFE/CCE) will forward a consolidated USAFE COMSTAT report to the USAFE Command Center every Monday, Wednesday and Friday. Report will be classified CONFIDENTIAL.

10. Clarification Requests. Units will direct clarification requests to AFEUR/BWC Procedures. AFEUR/BWC Procedures will query appropriate division for clarification and provide a response as soon as possible.

11. Forms Prescribed. USAFE Form 21, Commander's Availability Report.

STANLEY GORENC, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-205, AVAILABILITY OF MAJOR COMMAND COMMANDERS

Abbreviations and Acronyms

ABG—Air Base Group

AEW—Air Expeditionary Wing

AF—Air Force

AFEUR—Air Forces Europe

ARW—Air Refueling Wing

ASOG—Air Support Operations Group

AOR--A—rea of responsibility

BWC—Battle Watch Command and Control Division

CC—Unit Commander

CCE—Commander's Executive Officer

CCM—Command Chief Master Sergeant

CD—Deputy Commander

COMSTAT—Commander's Status Report

COMUSAFE—Commander USAFE

CP—Command Post

CV—Vice Commander

DO—Director of Operations (A3)

DS—Director of Staff

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

LG—Logistics Directorate (A4)

NAF—Numbered Air Force

OG—Operations Group

SE—Director of Safety

SIPRNET—Secure Internet Protocol Router Network

TDY—Temporary Duty

USAFE—United States Air Forces in Europe

Terms

Commander—NAF, wing or other unit commander (or designated alternate) exercising command authority over the NAF, wing or group.

Director—Officer functionally responsible to COMUSAFE for the applicable directorate (e.g. USAFE/A4, USAFE/SE, etc.).

Availability—Individual responsible for daily operations. This person will be present for duty, except during non-duty hours. Commanders/Directors with availability are still responsible for operations during non-duty hours.